

STATE OF MARYLAND CDBG PROGRAM

**SFY 2022
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**Lawrence J. Hogan, Governor
Boyd K. Rutherford, Lt. Governor**

*Kenneth C. Holt, Secretary
Owen McEvoy, Deputy Secretary*

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION SFY 2022**

1. Name of Jurisdiction: Talbot County, Maryland	2. County (Municipal applicants only): N/A
3. Address: South Wing Talbot County Courthouse 11 N Washington Street Easton, MD 21601	4. Name of Subrecipient or Business, if applicable, and their DUNS Number: Chesapeake Multicultural Resource Center Matthew R. Peters 410-924-4022 mateo@chesmrc.org DUNS Number: 070680902
5. FID Number: 52-60001028 DUNS Number: 029110582	6. Name, phone number and email of jurisdiction's contact person for this application: Mary Kay Verdery, Talbot County Grants Administrator 410-770-8002 mkverdery@talbotcountymd.gov
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Chesapeake Multicultural Resource Center (ChesMRC) – Restoration of Old Brick Warehouse to serve as a Community Center for the Immigrant Community in Talbot County. Project Location: 331 E Dover Street Easton MD 21601	
8. Project type: <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input checked="" type="checkbox"/> Public Services	9. National objective(s): <input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight
10. CDBG request: \$ <u>125,000.00</u> Local funds \$ <u>0</u> Other funds \$ <u>25,000.00</u> Total costs \$ <u>150,000.00</u>	11. U.S. Congressional District No. <u>01</u> State District No. <u>37B</u> (List State legislators for entire district): Senator Adelaide Eckardt Delegate Christopher Adams Delegate John Mautz, IV
12. Date Public Hearing held: 09/28/2021 <i>(Attach minutes and hearing notice to application)</i>	13. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. If applicable, did you complete Debarment Check on application subrecipient, developer or business? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A	
17. Digital Photos and Drive included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(each must be labeled)</i>	18. Date: 09/24/2021

PART A

PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

In 2019, the Chesapeake Multicultural Resource Center purchased a property in the East End District of Easton, Maryland at 331-333 East Dover Street, Easton Maryland. The 0.17-acre property is divided into three separate building with a back lot that can be used for parking, a green area, or future construction. Building #1 at 333 E. Dover St. was built in 2008 and has a commercial rental unit on the first floor and a two-bedroom rental on the second floor. Both are currently rented and proceeds are put to our monthly mortgage. Building #2 at 331 E. Dover St. was built in 1910 and the first story and part of the second story serve as the main operation hub for the Chesapeake Multicultural Resource Center. The second story also has a studio apartment rental that is occupied and rent income also goes to the monthly mortgage. In addition to the frame commercial buildings, there is an older brick warehouse structure at the rear of the parcels, date built unknown. It has brick exterior walls and a flat roof with vinyl membrane. Interior is currently unfinished and utilized as storage.

In 2020, we received private funds from the Clark Foundation designated to the restoration of our main headquarters in the 331 E. Dover St. building. These funds have been used to conduct emergency repairs to doors, windows, roof, a/c units, flooring, rot, and complete painting of the exterior. We are requesting funds from CBDG specifically for the 1,126 sq ft brick warehouse structure at the rear of the headquarters. Our vision is to transform this building into a small community center designed specifically to meet the needs of the immigrant community that, according to the 2020 census, makes up a significant portion of Easton and especially the East End district of Easton where the Resource Center is located. Funds will be used to reinforce the foundation of the structure, complete repointing of all exterior and interior brick in compliance with all historic building restoration, removal of interior walls, new doors and windows, installation of a licensed kitchen, bathroom facilities, new floors, walls and ceilings, creation of attic storage space, installation of audio-visual equipment, furniture, storage cabinets, a/c units, corridor to connect with main building area, leveling and grading of back open area, landscaping and garden areas, and signage.

The Resource Center at 331 E. Dover St. currently serves as our main office space to provide direct and indirect services to the immigrant community. It currently has a large office space in the entry, two back offices, and two offices on the second floor. This currently provides ample room for our staff to effectively provide individual and confidential services to our clients. Full restoration of the Brick Building Warehouse will provide the Resource Center with a much-needed Community Center that will be used to provide services to small groups; as right now we can only provide individuals with services. The immigrant community has expressed the need for such a space to assist with group projects such as classes for Citizenship, English as a Second Language, GED, and financial literacy. Community members have also expressed a need for use of a licensed kitchen to help develop small businesses get started with food services for the community. Also, ChesMRC is the charter organization of one of the largest Scouting units in the region, and the community center will also serve as a hub for BSA Scout activities.

PART B

PROJECT NEED/IMPACT: Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

According to the 2020 Census, 8.9% of the population of Easton are immigrants, 10.8% self-identify as Hispanic and 2.1% self-identify as Asian. Over the past two decades, Easton, like other towns on the Eastern Shore, has seen a steady increase in the number of foreign-born persons calling the Eastern Shore home. At Easton Elementary School, the second largest elementary school in the State of Maryland, the Hispanic population has grown from just 1% of the student population in the year 2000 to nearly 40% of the student population today. The Chesapeake Multicultural Resource Center was founded in 2012 to provide direct and indirect services to this unique and growing demographic. To date, the Resource Center has provided services to 5,044 clients. 86.5% of our clients identify as Hispanic/Latino. 69.7% of our clients reside in Talbot County, 14.5% reside in Caroline County, 13.1% reside in other Maryland counties, and 2.7% reside in Delaware. 49.5% of our clients are Female, 51.5% Male. We have worked with clients from 61 different countries. 53% of our clients are originally from Guatemala, 12% from Mexico, 11% from Honduras, 8% from Haiti, and 5% from El Salvador. Over 75% of our clients are eligible to receive some form of assistance in the form of Supplemental Nutrition Assistance Program (SNAP), Medicaid, Emergency Medical Assistance, Fee Waivers for Immigration, and Free and Reduced Meals. We estimate that 5-10% of our client base would not be eligible for assistance, and that 15-20% do not have the means to demonstrate any income to qualify for relief. In FY21, the Resource Center provided an average of 324 services each month. 20% of services were related to renewal of Medicaid and health insurance, 20% to direct immigration services, 10% to assistance in navigating health resources, 10% assisting families to access assistance or benefits, 10% to assisting with obtaining a Driver's License or other documents, 5% assisting parents with enrollment into schools, and 5% to translation of documents. All of the services we provide are at no charge to clients.

In addition to the services provided through the Resource Center, ChesMRC also provides and sponsors youth development activities, community events to promote diversity, cultural competence training, Citizenship classes, and immigration clinics with the American Immigration Lawyers Association (AILA).

The creation of a Community Center at the ChesMRC site will create a permanent home for all of our services provided to small groups such as youth development programming, adult education, seminars, clinics, and trainings. To date, ChesMRC has relied on using donated space and renting space to hold group activities. And with the COVID-19 pandemic, we foresee that it will be difficult to secure donated space and difficult to ensure proper control measure to create a safe space. Also, due to the size and growth of our organization, we are at a point where having our own facility makes logistical and financial sense.

We anticipate total rehabilitation of the Brick Warehouse to take 6-8 months, giving time to secure all proper building permits and approval for changes in the Town of Easton's historic district. Upon completion of the building, we will immediately use the space to host adult education classes, youth activities, training sessions, and community events. One important feature for the Community Center is the installation of a licensed kitchen. We work with many different immigrant groups, and all have expressed a desire to create small businesses or fundraising events based on their native foods. The biggest and typically only obstacle for these groups is having free access to a licensed kitchen so they can safely provide their food products to the community.

We will measure outcomes of this project by the number of programs held at the Community Center, number of participants, and quality of the programs and events. We anticipate to see a measured increase in Citizenship recipients, ESL learners, homeowners, and Scout rank achievements by having a completed Community Center, as well as an increase in diverse food vendors in the community and at community events.

PART B WORKSHEET

NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.

1. As CDBG funds are "Gap" financing, did you pursue appropriate other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?

ChesMRC will provide \$25,000 for architect and other expenses through reserve funds that are already committed to improving the facility. We have certain funds earmarked for "facility improvement" so we will dedicate these funds as needed.

2. Please provide copies of award and rejection letters.

N/A

3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? NO

If yes, what is the estimated monthly cost? _____

Is the cost per person or households? _____

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? _____

If yes, what is the % increase? _____

Discuss how costs were determined:

N/A

Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries:

N/A

PART C

COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. ***NOTE: This activity is separate from the public hearing(s).***

ChesMRC is proud of the numerous partnerships it has created since 2012. Our Resource Center works in partnership with Talbot County Health Department, Talbot County Public Schools, Talbot County Department of Social Services, Town of Easton, Choptank Community Health, and the Neighborhood Service Center just to name a few. We also work closely with other counties, especially Caroline County and Queen Anne's County.

In order to fully utilize the potential of our new Community Center, key partners will include Chesapeake College, Boy Scouts of America, American Immigration Lawyers Association (AILA), PNC Bank, and SEEDCO.

Chesapeake College – Utilize the Community Center to host in-person or virtual English as a Second Language and GED classes.

Boy Scouts of America – utilize the Community Center to host den and pack meetings and storage for equipment.

AILA – host quarterly Immigration clinics.

PNC Bank – host financial literacy seminars

SEEDCO – host events for insurance and medical plans

PART D

LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

- 1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should attach a copy of the REFERENCED portion which specifically mentions your project.**
- 2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.**
- 3. Is your project located in a Priority Funding Area? ☒ Yes ☐ No**

ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects:

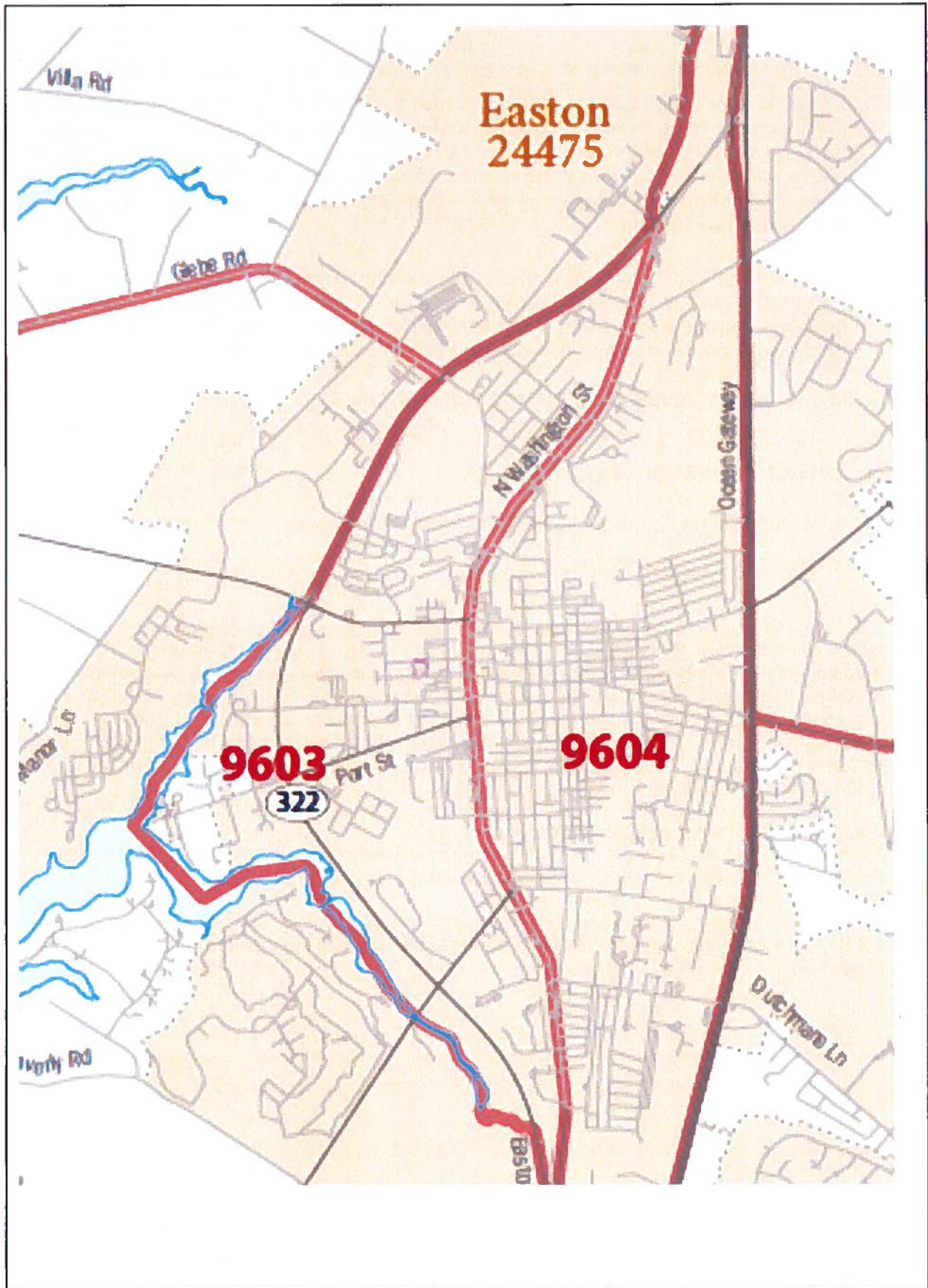
The Talbot County Comprehensive Plan (2016) speaks to the importance of community services and facilities in Chapter 4: "The availability, affordability and quality of community services are important indicators of the County's quality of life. Planning for community facilities and services should take into account current community needs, as well as projected changes in both the needs of the community and anticipated growth. Community services and facilities are provided to Talbot County residents by local and state government, public/private ventures, and the private sector. The demographic trend is an increase in the population of older and retired citizens, especially in the more distant and rural areas of the county." (Page 4-2)

Countywide Community Service and Facility Policies

4.1 Public facilities and services intended to meet countywide needs should be centrally located.

Likewise, facilities and services intended to serve local community needs should be located within the community.

4.2 Public facilities and services should be scaled to the needs of the area they are designed to serve. (Page 4-2)



PART E

NATIONAL OBJECTIVE:

1. Using the attached "National Objective" chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

☒ **1. Benefit to Low and Moderate Income Persons:**

☐ **Area Benefit (LMA)** ☐ % Determined by survey or census (Attach Survey Approval Ltr)

☐ **Housing (LMH)**

☐ Single Family

☐ Multi-Family

☐ Financial Assistance

☐ Water and Sewer Connections

☒ **Limited Clientele (LMC)**

☐ Presumed

☐ 51% of clientele are persons whose family is LMI

☒ Nature and location conclude area is primarily LMI

☐ Removal of architectural barriers

☐ **Jobs (LMJ)**

☐ Job Creation

☐ Job Retention

Total estimated # of beneficiaries 1500 CDBG \$ per beneficiary \$ 83

Total estimated # of LMI beneficiaries 1350 CDBG \$ per LMI beneficiary \$ 93

% of LMI beneficiaries to total 90 %

☐ **2. Elimination of Slum and Blight:** ☐ Area Basis ☐ Spot Basis

Immigrants on the Eastern Shore of Maryland face a number of unique obstacles upon arrival to the United States to acclimate to a new country. Most of the Immigrants who are clients of the Chesapeake Multicultural Resource Center fill essential roles in the community working on production lines, agriculture, home maintenance, hospitality services, and food services. Though essential to the economy on the Eastern Shore, these fields typically do not pay more than the minimum wage, which is why nearly 90% of the clients at our center are Low and Moderate Income Persons. The community center will focus on the needs of this unique population and host programming such as Citizenship, English, and financial literacy classes. We have seen that progression toward Citizenship and dual languages leads to higher income and home ownership with our families.

NATIONAL OBJECTIVE CHART				
Nat. Objective	Subcategory	Definition	Test	Examples
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	<ul style="list-style-type: none"> * Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns * Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD. 	<ul style="list-style-type: none"> * water and sewer lines * neighborhood facilities * roadway improvements
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	<p>Activity must qualify under one of the following:</p> <ul style="list-style-type: none"> * Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or * Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or * Be of such a nature and in such a location that it can be concluded that clients are primarily LMI 	<ul style="list-style-type: none"> * construction of senior center * services for the homeless * meals on wheels for the elderly * construction of job training facilities for the disabled * construction of Head Start Center
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	<ul style="list-style-type: none"> * Structures with one unit must be occupied by LMI persons * If structure contains more than 1 unit, at least 51% must be LMI occupied * 2-unit structures must have at least one unit occupied by a LMI household * Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure 	<ul style="list-style-type: none"> * rehabilitation of owner-occupied housing * conversion of non-residential structures into permanent housing * infrastructure for new housing
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	<ul style="list-style-type: none"> * Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and * Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and * Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation 	<ul style="list-style-type: none"> * public facilities or improvements * elimination of safety hazards
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	<ul style="list-style-type: none"> * Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective * Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety <p>NOTE: Must demonstrate code enforcement actions taken by the local government</p>	<ul style="list-style-type: none"> * elimination of damaged retaining wall creating danger for pedestrians * demolition of vacant, deteriorating building
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none"> * At least 51% of jobs must be taken by LMI persons * At least 51% of jobs must be retained by LMI persons * Permanent, full-time jobs only * LMI status is determined by income of the family 	<ul style="list-style-type: none"> * acquisition of land to construct a distribution center * extension of water and sewer service to land to be developed for a business(s) * acquisition of equipment

**Low/Moderate Income Benefit
Worksheet A
Area Basis (LMA)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through area benefit (LMA) activities, please fill out this form and attach it to Part E of your application.

1. **Estimated Total Beneficiaries** _____ (*Count by Persons*)
2. **Estimated Total LMI Beneficiaries** _____ (*Count by Persons*)
3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

Count for all estimated persons in the service area:		RACE	Ethnicity (Hispanic or Latino)
a.	Total White	_____	_____
b.	Total Black or African American	_____	_____
c.	Total Asian	_____	_____
d.	Total American Indian or Alaska Native	_____	_____
e.	Total Native Hawaiian or Other Pacific Islander	_____	_____
f.	Total American Indian or Alaska Native and White	_____	_____
g.	Total Asian & White	_____	_____
h.	Total Black or African American & White	_____	_____
i.	Total American Indian or Alaska Native & Black or African American	_____	_____
j.	Other Multi-Racial	_____	_____
Total (number of all by <u>Race</u> must be the same as #1 above)		_____	_____

4. **Total Number of Female-Headed Households** _____
5. **Total Number of Disabled** _____
6. **Describe the proposed accomplishments of the project:**

**Low/Moderate Income Benefit
Worksheet B
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated Total Beneficiaries** __1,500__ (Count by Persons)
2. **Estimated Total LMI Beneficiaries** __1,350__ (Count by Persons)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

- ☐ Abused Children
- ☐ Battered Spouses
- ☐ Migrant Farm Workers
- ☐ Homeless Persons

- ☐ Elderly Persons
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Person Living with AIDS

4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:
The project focus is on benefitting immigrant community members and their families. Based on Census Tract data for the areas where most of the immigrant community resides, ChesMRC data from clients applying for benefits and immigration applications, and the "nature" of recent arrivals of immigrants from Latin America and the Caribbean seeking asylum, we are able to clearly demonstrate that 90% of those served by the Center's activities and that will utilize the Community Center classify as LMI.
5. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

Describe the proposed accomplishments of the project:

Community Center to host events and programs designed for the Immigrant Community. Community Center to have licensed kitchen, restroom facilities, open meeting areas, audio-visual equipment, and storage, as well as outdoor meeting areas, gardens, landscaping, and parking facilities.

Accomplishments of the project are to include year-round Citizenship classes, English as a Second Language Classes, GED classes, youth mentoring, financial literacy seminars, homeownership seminars, and community meetings. The licensed kitchen will assist entrepreneurs in getting started with providing products to the public.

**Low/Moderate Income Benefit
Worksheet C
Housing (LMH)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated Total Beneficiaries** *Count* _____ *Units AND* _____ *Persons*
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? _____
Of these, how many are to be occupied by LMI persons? _____
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? _____
Of these, how many are to be occupied by LMI persons? _____
4. For housing rehabilitation, how many total units will be rehabilitated? _____
5. For housing rehabilitation, how many total units will receive emergency repairs? _____
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? _____
7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area? ☐ Y ☐ N If yes, provide specific explanation of why this area was targeted.
8. Will program income be generated by this activity? ☐ Y ☐ N
If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted

**Slum/Blight
Worksheet D**

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One: ☐ Slum and Blight - Area Basis **OR** ☐ Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area:

Have an official designation of blight by local government? ☐ No ☐ Yes

If yes, what is the date of designation? _____

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law? ☐ No ☐ Yes

Have a substantial percentage of deteriorated buildings? ☐ No ☐ Yes

What is the percentage? ____%

3. Does the activity address one or more of the blighting conditions? How?
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

NOTE: If your project involves the acquisition of property as an activity to eliminate blight, then the national objective should address the intended use of the property.

**Low/Moderate Income Benefit
Worksheet E
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create new jobs? _____ Or will this project result in retention of existing jobs? _____
2. How many total jobs are estimated to be created? _____
Of those created, how many will be taken by LMI persons? _____
3. How many total jobs are estimated to be retained? _____
Of those jobs retained, how many are retained by LMI persons? _____

Taken By Standard

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons.
2. Provide a listing by job title of all employees at the time the application for assistance is submitted.
3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.
4. Provide evidence supporting the estimated number of jobs to be created.

Retention Standard

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts.

Worksheet E Continued

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.
3. Provide a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

Business Information

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Name of Business;
2. Ownership of Business;
3. Business Management;
4. Company History including start-up date, type of operation, progress and number of employees to date;
5. Current Location(s);
6. Product Line(s) or Service;
7. Discuss their market area(s) including geography, major customers and other Characteristics; and
8. Certificate of Good Standing from the State of Maryland if an existing business.

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statement for principal owner(s) and a five year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.

SOURCES AND USES OF FUNDS: List each specific project activity separately (*please break down the costs as far as possible*). Type in the actual sources of other funding. Indicate whether funds are "L" for loan or "G" for grant. INDICATE STATUS OF FUNDS using "P" for pending, "C" for committed, "R" for received, "N" for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

SOURCES OF FUNDS

ACTIVITY	SOURCES OF FUNDS						TOTALS BY ACTIVITY	STATUS
	CDBG:	APPLICANT	OTHER :	OTHER:	OTHER:			
Restoration of Brick Warehouse	125,000						125,000	G
Architect fees and additional costs		25,000					25,000	R
Project Admin. (Cash)	\$3,750							
Project Admin. (In-Kind)								
General Admin. (Cash)								
General Admin. (In-Kind)								
TOTALS BY SOURCES OF FUNDS	\$128,750	\$25,000	\$	\$	\$	\$	\$153,750	

PART G

STAFFING AND PROJECT MANAGEMENT: This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Jessica Morse, Assistant County Manager has worked on several CDBG projects including; Talbot County Senior Center (Brookletts Place); Talbot County Early Head Start (Family Support Center); St. Michaels Senior Center/St. Michaels YMCA.

Mary Kay Verdery, Grants Administrator, is currently overseeing all active CDBG projects to include Talbot County Early Head Start (Family Support Center); Emergency Rental Assistance Program; St. Michaels Community Center food program.

2. Identify others who will assist in the administration of this CDBG project.

Matthew R. Peters, Executive Director of Chesapeake Multicultural Resource Center. No prior experience with CDBG grant. Has extensive background in management of local, state, and federal grants, the largest being a 5-year 21st Century Community Learning Center Grants through the Maryland State Board of Education.

Ommama Muneer, Finance and Administration Director for the Chesapeake Multicultural Resource Center

3. Amount of funds requested for Project Administration, if any: \$3,750.00

4. If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Ommama Muneer	100	\$37.50	\$3,750

5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.

Expenses	Estimated Costs

PART H

PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

EXAMPLE: For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	November 15, 2021	
Environmental Review	November 17	December 31
Preliminary Engineering	Completed	
Site Acquisition	January	February
Bidding & Selection Engineering	February	April
Meeting 180 Day Expenditure Requirement	May 14	May 14
Engineering	May	September
Bidding & Selection Construction	September	October
Construction	November	November 30, 2023

NOTE: An Environmental Review is the first step for every funded grant after award date

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	November 15, 2021	November 15, 2022	Applicant
Environmental Review	November 16, 2021	February 15, 2022	Applicant
Architectural designs	November 16, 2021	December 16, 2021	Applicant
Bidding and Selection of Restoration	December 16, 2021	January 15, 2022	Applicant
Building Restoration	February 01, 2022	June 01, 2022	Contractor
Outdoor improvements	June 01, 2022	July 01, 2022	Contractor
Furnishing of building	June 01, 2022	July 01, 2022	Applicant
Inauguration	July 15, 2022	August 01, 2022	Applicant
Final reports	August 01, 2022	November 15, 2022	Applicant

PART I

DAVIS BACON:

1. Do Davis-Bacon wage rates apply to the project? ☒ Yes ☐ No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? ☐ Yes ☐ No
3. Use the space below to:
 - a. Discuss Davis-Bacon rates and their impact on the project; and
 - b. Explain how you calculated the rates into your cost estimates.

a. In past experience Davis Bacon increases costs by 11-12%

b. The increase is factored into unit cost (budgetary phase) and will eventually be formalized once we request specific rates for the project and used during the bidding phase.

PART J

ACQUISITION / RELOCATION:

1. Has site control been secured? ☒ Yes ☐ No If yes, explain how:

2. Has an option been secured? ☐ Yes ☐ No If yes, explain how:

3. Estimated cost of acquisition:

\$

4. Sources of funds for acquisition:

N/A

5. Number of parcels to be acquired:

Residential: 0

Business 0

6. Will acquisition be done with eminent domain if needed?

☐ Yes ☒ No

7. Is acquisition of easements required? ☐ Yes ☒ No

If yes, did applicant include costs associated with the Uniform Act? ☐ Yes ☐ No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? ☐ Yes ☒ No ☐ Unknown

If yes, explain:

9. Estimated cost of relocation:

\$

10. Sources of funds for relocation:

# Units in Property(s)	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					

10. Do the activities of this project trigger the one-for-one replacement housing requirements? ☐ Yes ☒ No

If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.

PART K

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☒ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☐ Yes ☒ No If yes, please explain:
3. Has the jurisdiction adopted a fair housing ordinance? ☒ Yes ☐ No
4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☐ Yes ☐ No If yes, please describe:

In 2014 the Talbot County Council appointed the Talbot County Affordable Workforce Housing Commission. The Commission is an advisory board assembled by the Talbot County Council for the purpose of exploring the availability of affordable and workforce housing in Talbot County. The Commission offers insight and guidance to the Council for consideration in the development of affordable and workforce housing initiatives, programs, funding and/or legislation.

In 2016 Talbot County partnered with Habitat for Humanity Choptank on a CDBG application to create new affordable home ownership opportunities with the creation of seven infill shovel ready building lots. These properties will be improved with seven owner occupied new construction, durable and energy efficient single family homes in the Town of St. Michaels.

The Talbot County Comprehensive Plan (2016) speaks to the importance of housing (workforce, affordable and assisted) in Chapter 4, Community Services and Facilities. Talbot County works with many agencies in the County on addressing housing needs such as Talbot County Department of Social Services, Neighborhood Service Center, Talbot Interfaith Shelter and Habitat for Humanity Choptank.

Due to COVID-19, the County's part-time Housing Coordinator position is currently vacant.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

Habitat for Humanity Choptank
Housing Commission of Talbot County
Neighborhood Service Center (Community Action Agency for Talbot County)
St. Vincent de Paul
Talbot County Department of Social Services
Talbot Interfaith Shelter

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

YES

PART L

ENVIRONMENTAL IMPACT: Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.

1. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? ☒ Yes ☐ No
2. Will your project involve or impact an archaeological site? ☐ Yes ☒ No
3. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☒ No
4. Will your project involve the abatement or removal of asbestos from a building?
☐ Yes ☒ No
5. Will your project involve the abatement or removal of lead-based paint from a building?
☐ Yes ☒ No
6. Is your project new construction? ☐ Yes ☒ No

If you answered YES, is the proposed project located in any of the following:

- ☐ Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- ☐ 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- ☐ Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- ☐ Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- ☐ 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- ☐ Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
 - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
 - 10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
 - 11. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
 - 12. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

Chuck Callahan, President
Talbot County Council

Signature

Date

**TALBOT COUNTY
PUBLIC HEARING NOTICE**

Notice is hereby given that the County Council of Talbot County, Maryland will conduct a public hearing to obtain the views of citizens on community, economic development and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant (CDBG) Program. Citizens will have the opportunity to discuss the proposed State Fiscal Year 2022 CDBG applications:

- Polaris Village Ministries – 209 Port Street, Easton, MD 21601
- Chesapeake Multicultural Resource Center – 331 East Dover Street, Easton, MD 21601
- Mid-Shore Pro Bono – 8 South West Street, Easton, MD 21601
- Foundation of Hope – 8671 Camac Street, Easton, MD 21601 (program services provided at Easton Middle School, 201 Peachblossom Road, Easton, MD 21601)

A copy of the draft grant applications will be available for the public's review on the Talbot County Government website (www.talbotcountymd.gov) under Topics of Interest. Written comments on the CDBG applications will be accepted until Tuesday, September 28 at 12:00 p.m. and should be addressed to:

Chuck Callahan, President
Talbot County Council
11 North Washington Street
Easton, MD 21601
publiccomment@talbotcountymd.gov

The public hearing on the above grant applications will be held as part of the Talbot County Council's meeting agenda on Tuesday, September 28, 2021 at 6:30 p.m. Due to the COVID-19 social distancing guidelines, seating in the Bradley Meeting Room is limited to 30 seats and will be available on a first-come basis. It is recommended, but not required, that individuals wear masks. Citizens are strongly encouraged to submit written public comments to publiccomment@talbotcountymd.gov.

Citizens will be provided with detailed information including, but not limited to, the amount of CDBG funds available for SFY2022; range of activities that may be undertaken with CDBG funds; proposed projects under consideration as well as amount of grant funds requested in the CDBG application; the CDBG application process; and the timing of the projects.

The Maryland CDBG Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Department of Housing and Community Development (DHCD). The Maryland CDBG Program reflects the State's economic and community development priorities and provides public funds for activities which meet one of the following national objectives, in accordance with the federal Housing Community Development Act of 1974, as amended, that:

1. Benefit low and moderate income persons and households;
2. Aid in the prevention and elimination of slums or blight;
3. Meet other community development needs of an urgent nature, or that are an immediate threat to community health and welfare.

Should you require communications assistance, please contact the County Manager's Office at (410) 770-8010 or TTY (410) 820-9377 by Monday, September 27, 2021. All interested parties are hereby notified and invited to attend.

COUNTY COUNCIL OF TALBOT COUNTY



COUNTY COUNCIL OF TALBOT COUNTY

COURT HOUSE
11 N. WASHINGTON STREET
EASTON, MARYLAND 21601-3178
PHONE: 410-770-8001
FAX: 410-770-8007
TTY: 410-822-8735
www.talbotcountymd.gov

CHUCK F. CALLAHAN, President
PETE LESHER, Vice President

FRANK DIVILIO
COREY W. PACK
LAURA E. PRICE

ADMINISTRATIVE RESOLUTION

WHEREAS, State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant (CDBG) Program; and

WHEREAS, Talbot County is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Talbot County Council held the required public hearing related to the formulation of the Community Development Block Grant Application on September 28, 2021; and

WHEREAS, the Talbot County Council understands and acknowledges that they would be responsible for the completion of grant activities and any corrective actions including the repayment of funds if necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Talbot County Council hereby authorizes the submittal of an application for Community Development Block Grant funds in the amount of \$125,000 to rehabilitate a building owned by Chesapeake Multicultural Resource Center, located on Higgins Street, behind 331 E. Dover Street, Easton, Maryland 21601. The facility will focus on providing services to Talbot's immigrant community and will contain a community center with a commercial kitchen and an area for outreach and education.

BE IT FURTHER RESOLVED, that the Talbot County Manager is authorized and empowered to execute any and all documents required for the submission of the application.

GIVEN UNDER OUR HANDS AND THE GREAT SEAL OF TALBOT COUNTY, THIS 28TH DAY OF SEPTEMBER, IN THE YEAR OF OUR LORD TWO THOUSAND AND TWENTY ONE.

Chuck F. Callahan, President

Attest:

Pete Leshner, Vice President

Susan Moran, Secretary

Frank Divilio

Corey W. Pack

Laura E. Price



CHESAPEAKE MULTICULTURAL RESOURCE CENTER

*Empowering People from Different Cultures to Become
Successful and Engaged Members of Our Community*

331 E Dover St, Easton, MD 21601 (877-772-9832) www.chesmrc.org info@chesmrc.org

September 03, 2021
Easton MD

TO: Chuck Callahan, Talbot County Council President
C/O Mary Kay Verdery, Grants Administrator
Talbot County Courthouse
11 N. Washington Street
Easton, MD 21601

RE: Community Development Block Grant

Dear Mr. Callahan, Council President, and Ms. Verdery, Grants Administrator.

Please accept this letter of request to submit a proposal for the Community Development Block Grant on behalf of the Chesapeake Multicultural Resource Center, a 501c3 non-profit organization located in Easton Maryland, Talbot County.

Amount Requested: \$125,000

Justification:

Results from the 2020 US Census show that Maryland is now considered to be the most diverse state on the East Coast of the United States, and Talbot County also continues to see steady and significant growth of diverse communities, specifically the immigrant community.

Formed in 2012 as a result of the changing demographics in Talbot County, the Chesapeake Multicultural Resource Center (ChesMRC) provides unique direct and indirect services to the immigrant community that are specifically designed to cater to the needs of this community. Since 2012, ChesMRC has provided services to over 5,000 clients in the region and provides an average of 300 unique services each month. These services range from providing direct legal representation for immigration, health insurance navigation, interpreting services, translation services, extracurricular youth programming, as well as a whole host of indirect services linking the immigrant community to partner organizations.

In 2019, ChesMRC purchased a property on the corner of Higgins and Dover St in the heart of the East End District of Easton Maryland. The East End District of Easton is home to a very diverse community and where several minority-owned businesses such as restaurants, markets, hair salons, nail salons, and clothing stores are located. It is also the area of Easton with the highest levels of poverty and in most needed of development and



CHESAPEAKE MULTICULTURAL RESOURCE CENTER

*Empowering People from Different Cultures to Become
Successful and Engaged Members of Our Community*

331 E Dover St, Easton, MD 21601 (877-772-9832) www.chesmrc.org info@chesmrc.org

beautification. We aim to use the funds from the CDBG to rehabilitate an old brick building on our site that is located on Higgins St. and approximately 1200 sqft in size. The brick building is currently in poor condition and used as storage for ChesMRC. The rehabilitated site will serve as a community center for the immigrant community, with a commercial kitchen, and large gathering area that will be used for outreach and education.

The creation of a community center specifically designed to host events that focus on the growing immigrant community in Talbot County will greatly improve the East End District and provide an essential space for the immigrant community. We estimate that this project will directly impact over 2,000, low-income, minority members of Talbot County. Projects already programmed to utilize this center include Outreach Cub Scout programs, Citizenship Classes, catering for local events and festivals, and immigration workshops.

Summary of How Funding will be used:

Funds will be used for:

- Total rehabilitation of the 1200 sqft brick building adjacent to the Multicultural Center in Easton to be transformed into a community center specifically tailored to the needs of the local immigrant community.
- Installation of conference center equipment including conference furniture and audio-visual equipment.
- Installation of a commercial kitchen for community use.
- Creation of a parking area
- Creation of a community garden area for the East End Community.

I thank you for your time and consideration, and we hope to be able to submit a full proposal for this important and historic project.

Matthew Peters

mateo@chesmrc.org

Chesapeake Multicultural Resource Center

Executive Director

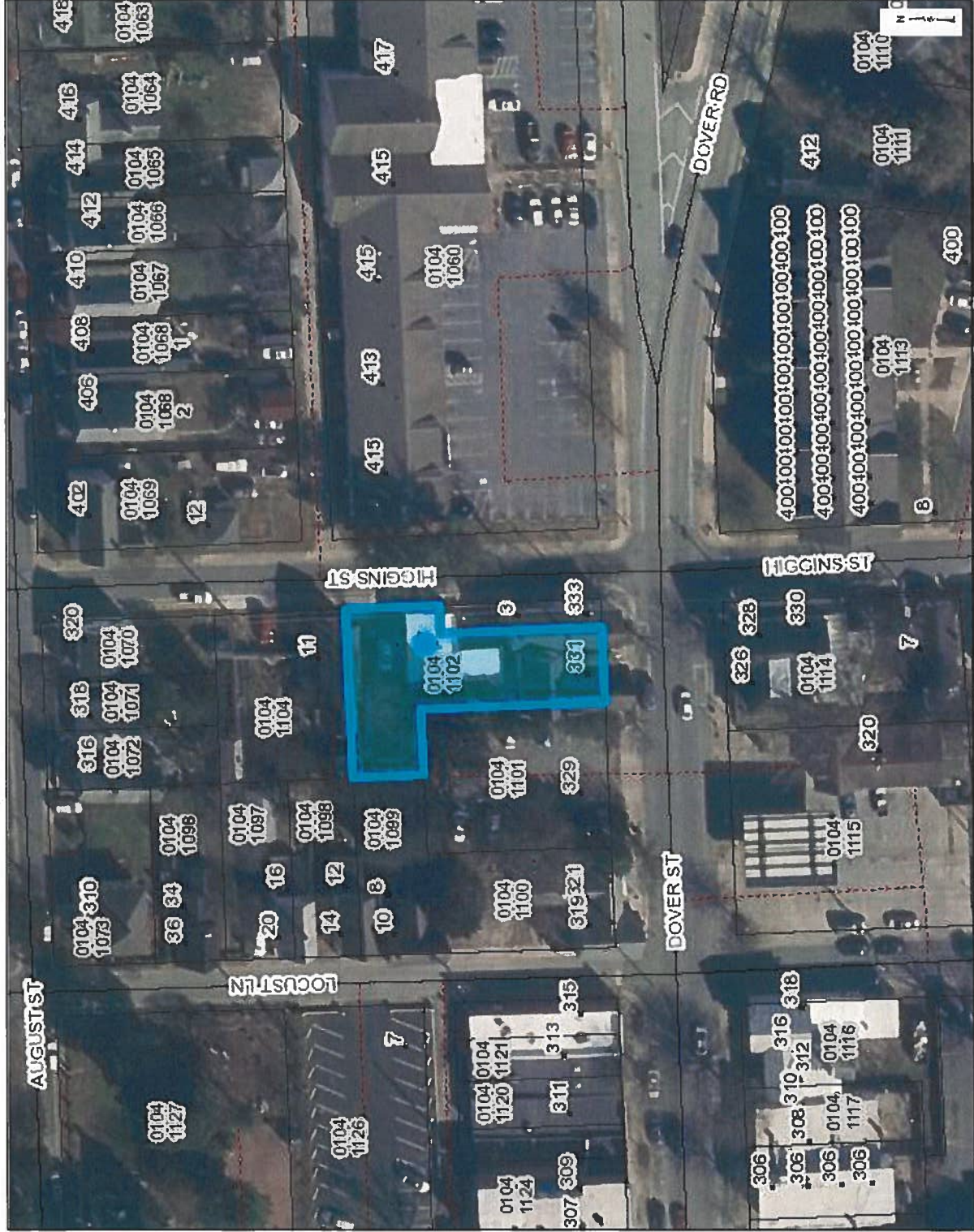
P- 877-772-9832

C- 410-924-4022

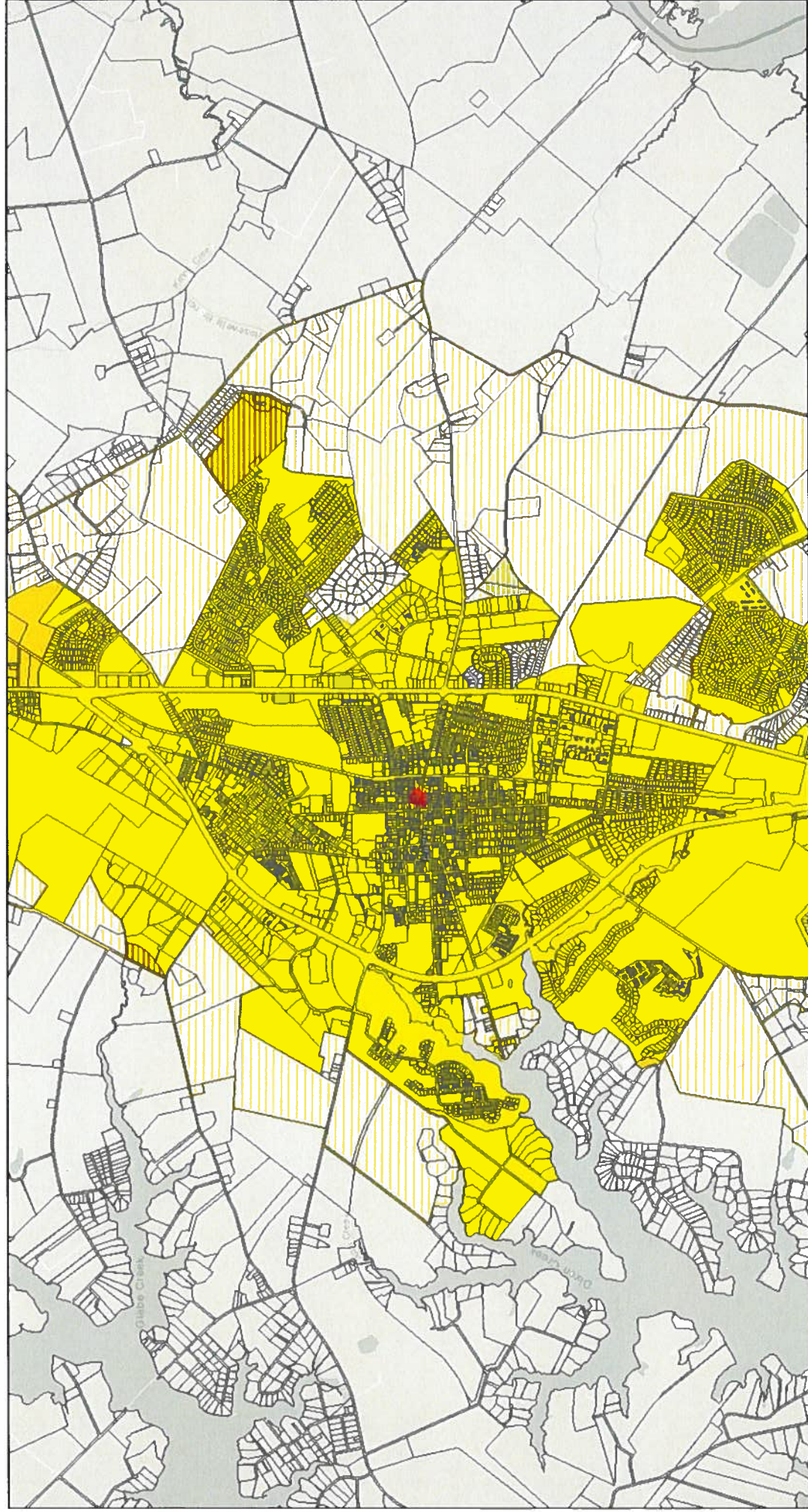


Talbot County
Maryland

Chesapeake Multicultural Resource Center



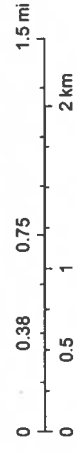
Priority Funding Area Map



September 24, 2021

- MD Counties
- Municipal PFA Comment Area
- Rural Villages
- Annexed but not PFA
- Municipalities
- Municipal PFA

1:39,719

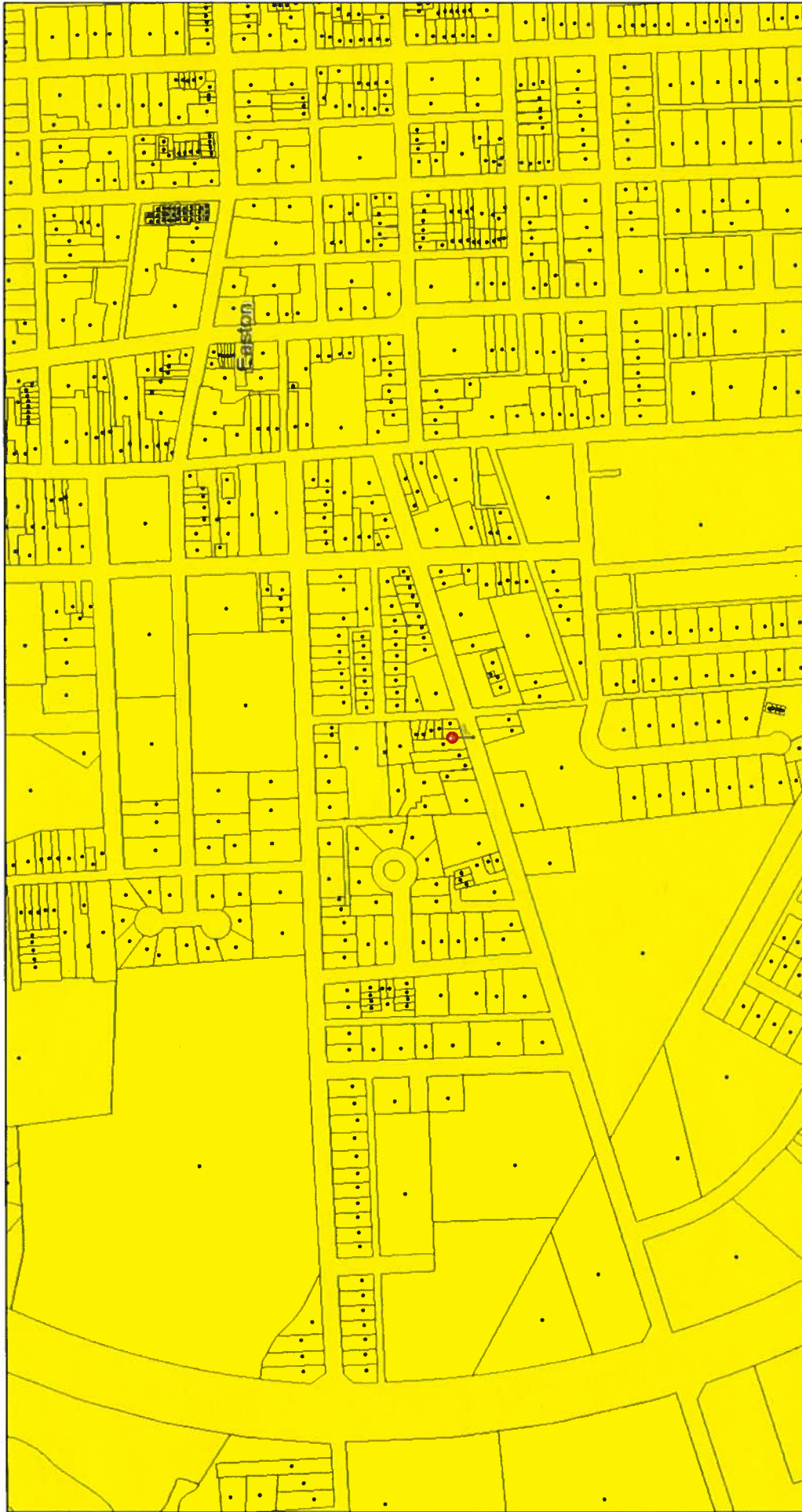


MD IMAP, MDP, SDAT, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Ches MRC

051123

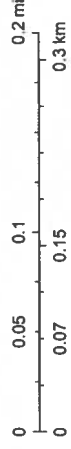
Priority Funding Area Map



September 24, 2021

-  Override 1
-  Rural Villages
-  Municipalities
-  MD Counties
-  Municipal PFA Comment Area
-  Annexed but not PFA
-  Municipal PFA
-  Parcel Points

1:4,965




MD IMAP, MDP, SDAT, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Ches MRC

Q102 WBC

Talbot County, Maryland

2010 Census Tracts

 Census Tract
Boundary

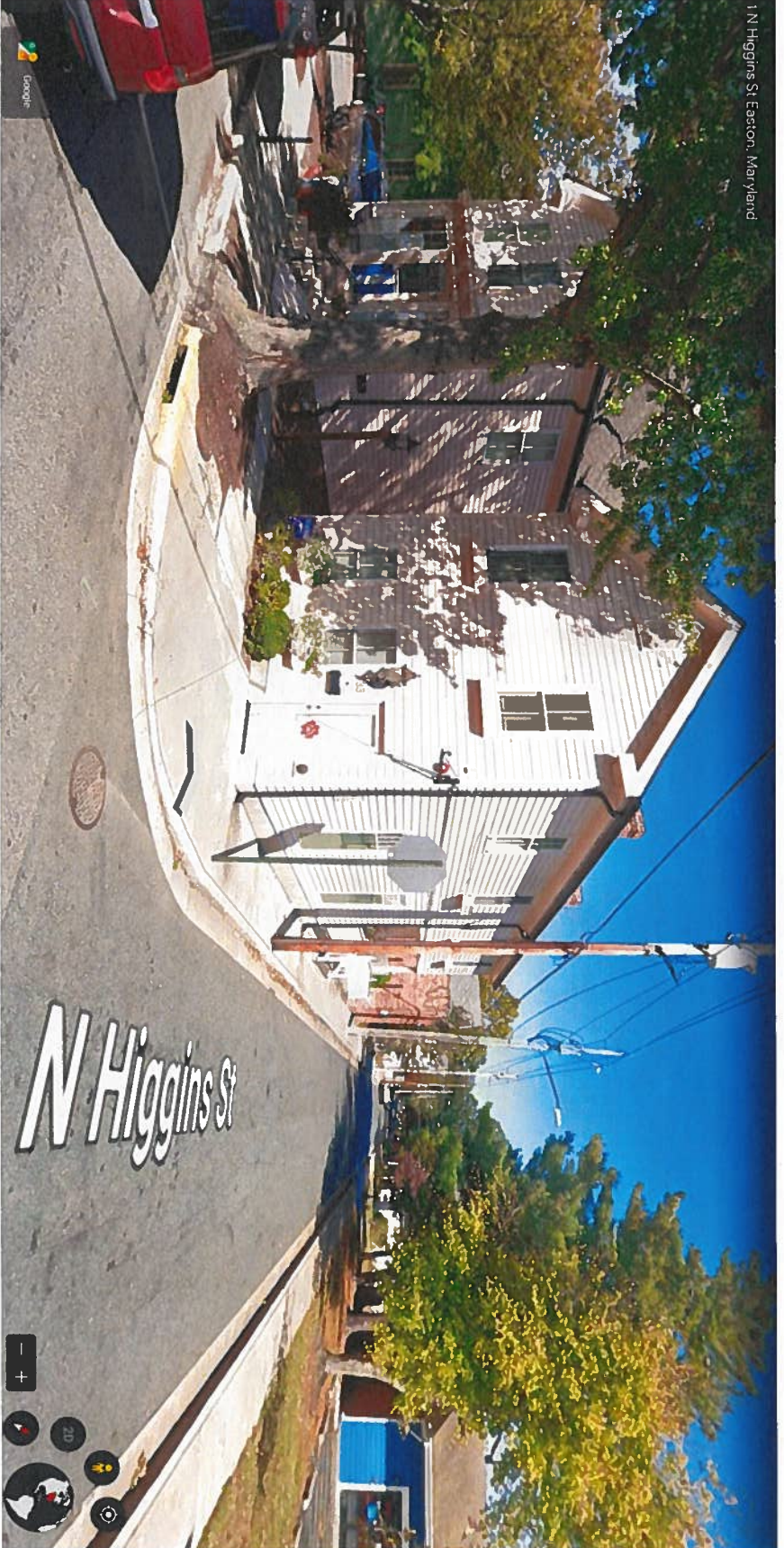


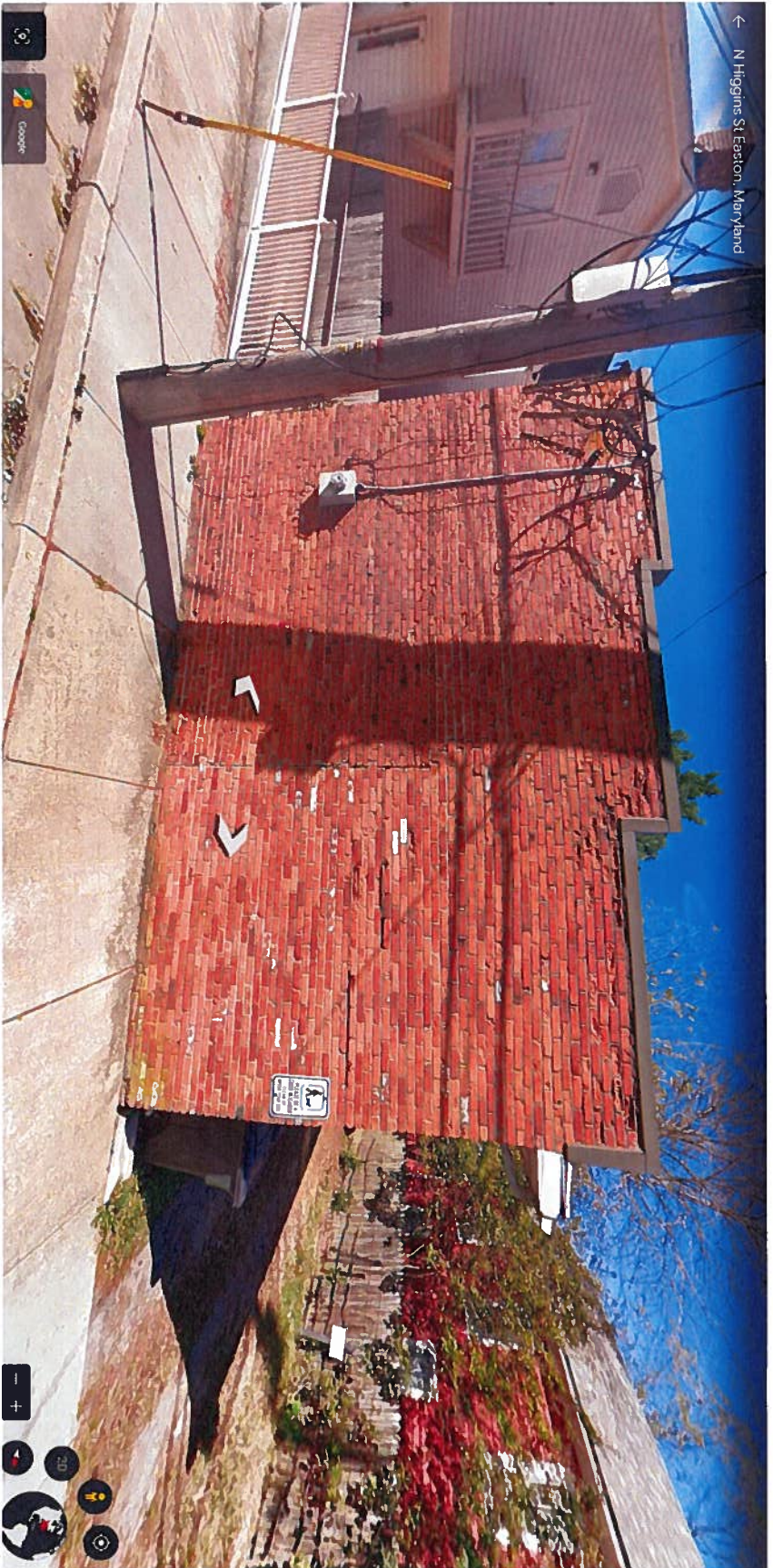
4 2 0 4 Miles



Prepared by the Maryland Department of Planning,
Projections & Data Analysis / State Data Center
Source: U.S. Census Bureau, 2010 Census

1 N Higgins St Easton, Maryland





PART A

PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

In 2019, The Chesapeake Multicultural Resource Center purchased a property in the East End District of Easton Maryland at 331-333 East Dover Street, Easton Maryland. The 0.17-acre property is divided into three separate building with a back lot that can be used for parking, a green area, or future construction. Building #1 at 333 E. Dover St. was built in 2008 and has a commercial rental unit on the first floor and a two-bedroom rental on the second floor. Both are currently rented and proceed are put to our monthly mortgage. Building #2 at 331 E. Dover St. was built in 1910 and the first story and part of the second story serve as the main operation hub for the Chesapeake Multicultural Resource Center. The second story also has a studio apartment rental that is occupied and rent income also goes to the monthly mortgage. In addition to the frame commercial buildings, there is an older brick warehouse structure at the rear of the parcels, date built unknow. It has brick exterior walls and a flat roof with vinyl membrane. Interior is currently unfinished and utilized as storage.

In 2020, we received private funds from the Clark Foundation designated to the restoration of our main headquarters in the 331 E. Dover St. building. These funds have been used to conduct emergency repairs to doors, windows, roof, a/c units, flooring, rot, and complete painting of the exterior.

We are requesting funds from the CBDG specifically for the 1,126 sq ft brick warehouse structure at the rear of the headquarters. Our vision is to transform this building into a small community center designed specifically to meet the needs of the immigrant community that, according to the 2020 census, makes up a significant portion of Easton and especially the East End district of Easton where the Resource Center is located. Funds will be used to reinforce the foundation of the structure, complete repointing of all exterior and interior brick in compliance with all historic building restoration, removal of interior walls, new doors and windows, installation of a licensed kitchen, bathroom facilities, new floors, walls and ceilings, creation of attic storage space, installation of audio-visual equipment, furniture, storage cabinets, a/c units, corridor to connect with main building area, leveling and grading of back open area, landscaping and garden areas, and signage.

The Resource Center at 331 E. Dover St. currently serves as our main office space to provide direct and indirect services to the immigrant community. It currently has a large office space in the entry, two back offices, and two offices on the second floor. This currently provides ample room for our staff to effectively provide individual and confidential services to our clients. Full restoration of the Brick Building Warehouse will provide the Resource Center with a much-needed Community Center that will be used to provide services to small groups, as right now we can only provide individuals services. The immigrant community has expressed the need for such a space to assist with group projects such as classes for Citizenship, English as a Second Language, GED, and financial literacy. Community members have also expressed a need for use of a licensed kitchen to help develop small businesses get started with food services for the community. Also, ChesMRC is the charter organization of one of the largest Scouting units in the region, and the community center will also serve as a hub for BSA Scout activities.

PROJECT NEED/IMPACT: Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

According to the 2020 Census, 8.9% of the population of Easton are immigrants, 10.8% self-identify as Hispanic and 2.1% self-identify as Asian. Over the past two decades, Easton, like other towns on the Eastern Shore, has seen a steady increase in the number of foreign-born persons calling the Eastern Shore home. At Easton Elementary, the second largest elementary school in the State of Maryland, the Hispanic population has grown from just 1% of the student population in the year 2000 to nearly 40% of the student population today. The Chesapeake Multicultural Resource Center was founded in 2012 to provide direct and indirect services to this unique and growing demographic.

To date, the Resource Center has provided services to 5,044 clients. 86.5% of our clients identify as Hispanic/Latino. 69.7% of our clients reside in Talbot County, 14.5% reside in Caroline County, 13.1% reside in other Maryland Counties, and 2.7% reside in Delaware. 49.5% of our clients are Female, 51.5% Male. We have worked with clients from 61 different countries. 53% of our clients are originally from Guatemala, 12% from Mexico, 11% from Honduras, 8% from Haiti, and 5% from El Salvador. Over 75% of our clients are eligible to receive some form of assistance in the form of Supplemental Nutrition Assistance Program, Medicaid, Emergency Medical Assistance, Fee Waivers for Immigration, and Free and Reduced Meals. We estimate that 5-10% of our client base would not be eligible for assistance, and that 15-20% do not have the means to demonstrate any income to qualify for relief.

In FY21, the Resource Center provided an average of 324 services each month. 20% of services were related to renewal of Medicaid and health insurance, 20% to direct immigration services, 10% to assistance in navigating health resources, 10% assisting families to access assistance or benefits, 10% to assisting with obtaining a Driver's License or other documents, 5% assisting parents with enrollment into schools, and 5% to translation of documents. All of the services we provide are at no charge to clients.

In addition to the services provided through the Resource Center, ChesMRC also provides and sponsors youth development activities, community events to promote diversity, cultural competence training, Citizenship classes, and immigration clinics with the American Immigration Lawyers Association (AILA).

The creation of a Community Center at the ChesMRC site will create a permanent home for all of our services provided to small groups such as youth development programming, adult education, seminars, clinics, and trainings. To date, ChesMRC has relied on using donated space and renting space to hold group activities. And with the COVID-19 pandemic, we foresee that it will be difficult to secure donated space and difficult to ensure proper control measures to create a safe space. Also, due to the size and growth of our organization, we are at a point where having our own facility makes logistical and financial sense.

We anticipate total rehabilitation of the Brick Warehouse to take 6-8 months, giving time to secure all proper building permits and approval for changes in the historic district. Upon completion of the building, we will immediately use the space to host adult education classes, youth activities, training sessions, and community events. One important feature for the Community Center is the installation of a licensed kitchen. We work with many different immigrant groups, and all have

expressed a desire to create small businesses or fundraising events based on their native foods. The biggest and typically only obstacle for these groups is having free access to a licensed kitchen so they can safely provide their food products to the community.

We will measure outcomes of this project by the number of programs held at the Community Center, number of participants, and quality of the programs and events. We anticipate to see a measured increase in Citizenship recipients, ESL learners, homeowners, and Scout rank achievements by having a completed Community Center, as well as an increase in diverse food vendors in the community and at community events.

COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

ChesMRC is proud of the numerous partnerships it has created since 2012. Our Resource Center works in partnership with Talbot County Health Department, Talbot County Public Schools, Talbot County Department of Social Services, Town of Easton, Choptank Community Health, and the Neighborhood Service Center just to name a few. We also work closely with other counties, especially Caroline County and Queen Anne's County.

In order to fully utilize the potential of our new Community Center, key partners will include Chesapeake College, Boy Scouts of America, American Immigration Lawyers Association (AILA), PNC Bank, and SEEDCO.

Chesapeake College – Utilize the Community Center to host in-person or virtual English as a Second Language and GED classes.

Boy Scouts of America – utilize the Community Center to host den and pack meetings and storage for equipment.

AILA – host quarterly Immigration clinics.

PNC Bank – host financial literacy seminars

SEEDCO – host events for insurance and medical plans

Proposed site for the ChesMRC Community Center



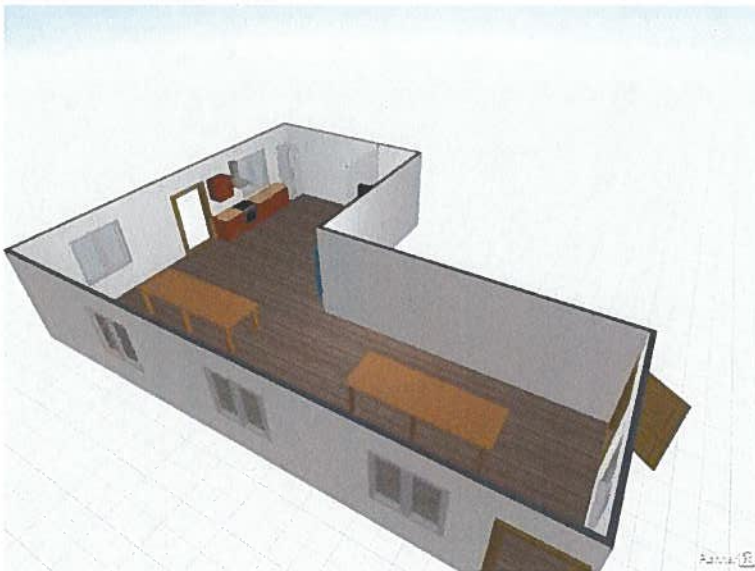
Part of the exterior of the Brick Warehouse along Higgins St. in Easton



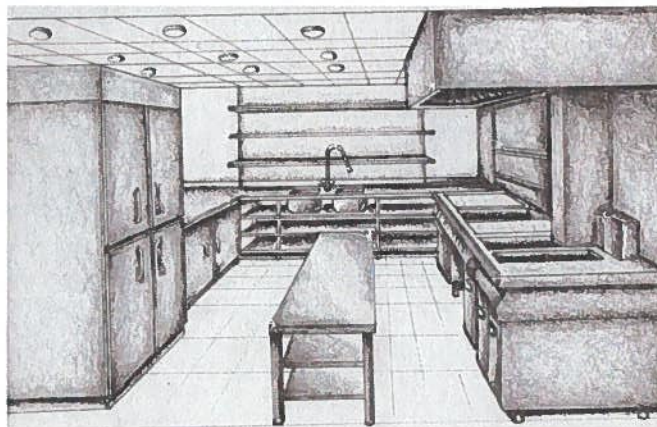
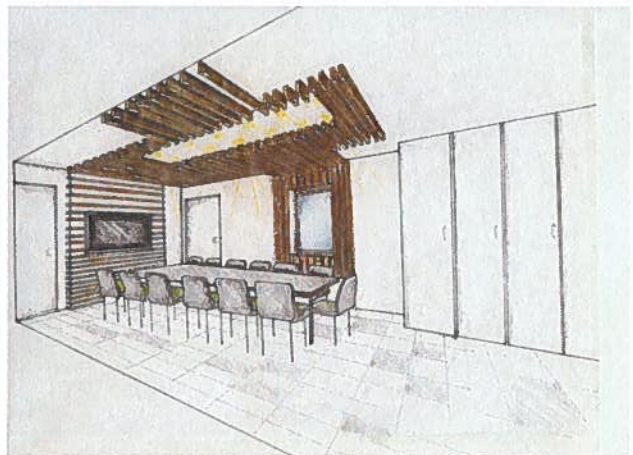
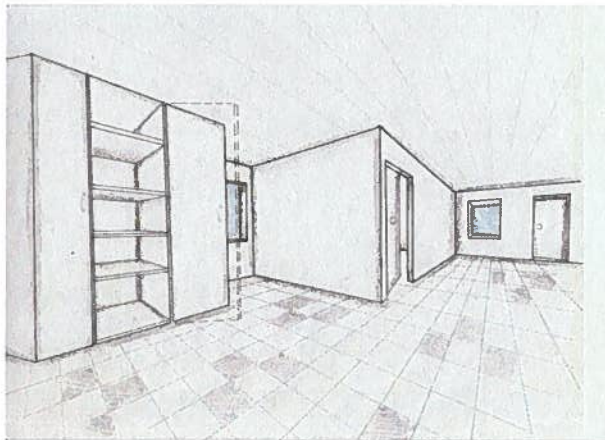
Other portion of Brick Warehouse meeting with the 331 E Dover property (ChesMRC)



Severe damage to brick on most of the building. All repointing and restoration will follow historic district codes.



Basic interior layout of the Brick Warehouse



Artist rendition of proposed interior changes to the Brick Warehouse to transform it to a functional community center.

Line Item	Calculation	Requested	In-kind	Total
Salaries and Wages				
ChesMRC Executive Director	2 hrs per week @ \$37.50/hr 52 weeks	\$0	\$3,900	\$3,900
Payroll taxes and benefits	20%	0	\$780	780
Total Salaries and Wages		0	4,680	4,680
Supplies and Materials				
General Office Supplies		\$0	\$500	\$500
Postage and misc office costs		\$0	\$250	\$250
		\$0	\$0	\$0
Total Supplies and Materials		\$0	\$750	\$750
Construction Costs				
Repointing all Brick Exterior/ major repairs to brick/ sealants/ paint	1440 sq ft at @\$10/sqft	\$14,400	\$0	\$14,400
Powerwash and paint 2 coats of Dryloc pro exterior paint to brick building		\$4,000	\$0	\$4,000
Removal/Replacement of 2 entry doors, 6 windows	\$1,200/door \$650/window	\$6,300	\$0	\$6,300
Removal interior walls and instalation of main support structure beam		\$5,200	\$0	\$5,200
Hardwood floors and instalation and level floors	1,000 sqft at \$4/sq ft + instalation and labor	\$8,200	\$0	\$8,200
removal and replace all old drywall and ceiling		\$4,500	\$0	\$4,500
New attic space and stair instalation		\$2,500	\$0	\$2,500
Commercial kitchen equipment and instalation	Stove, oven, hood, refrigerator, freezer, sink, prep tables, dishwasher, shelving	\$35,000	\$0	\$35,000
Light instation		\$5,900	\$0	\$5,900
AC unit instalation		\$4,000	\$0	\$4,000
Furniture	conference table, chairs, storage units	\$6,000	\$0	\$6,000
Sprinkler system		\$14,500	\$0	\$14,500
Audio-visual equipment	Large screen, projector, flat TV, speakers, instalation	\$0	\$6,000	\$6,000

CBDG Talbot County : ChesMRC Community Center

Removal of old restroom/ instalation of new restroom facility		\$5,000	\$0	\$5,000
Painting		\$3,500	\$0	\$3,500
Allowance : extra costs		\$2,250	\$0	\$2,250
Total Supplies and Materials		\$121,250	\$6,000	\$127,250

Other Costs

Architect and Design costs		\$0	\$10,000	\$10,000
Signage		\$0	\$1,070	\$1,070
Permits		\$0	\$1,000	\$1,000
Trash removal		\$0	\$1,500	\$1,500
		\$0	\$0	\$0
Total Other Costs		\$0	\$13,570	\$13,570

Administration Charges

3% admin cost		3,750		3,750
Total Other Charges		\$3,750	\$0	\$3,750

Total Budget Year 1 \$125,000 \$25,000 \$150,000

ChesMRC History

The Chesapeake Multicultural Resource Center (ChesMRC) was formed in 2012 by founder Peter Byrnes. Peter's vision was to create a center to cater to the needs of the growing immigrant community on the Eastern Shore. Peter had a long history working with the immigrant community in the DC-Baltimore area as he ran a successful contracting company and most of the workers on his projects were immigrants.

In September 2012, ChesMRC launched its first community project, the afterschool program, at the Oasis Covenant Church in Easton. 30 families participated in the program that offered tutoring, homework assistance, games, activities, and a warm meal to elementary students. In 2013, the program grew significantly and led to ChesMRC becoming a recipient of a 5-year, 21st Century Community Learning Center grant by MSDE. Afterschool operations were moved to Easton Elementary and during the grant program, ChesMRC provided daily programming to 100-125 students each year.

By 2015, the organization had grown from a staff of 1 FTE and 1PTE to 3 FTE and 1PTE, and the growth prompted our relocation to an office space at 20 Bay St in Easton Maryland. As our client base began to grow, so did our ability to connect clients to essential resources. However, we also discovered that there were a few "gaps" in services that were not being met; Immigration, Health Insurance, and Interpreting. In 2016, ChesMRC became a federally registered Department of Justice Accredited Organization and could now legally represent clients before US Citizenship and Immigration Services (USCIS). In 2017, ChesMRC staff became accredited to assist clients directly in achieving health benefits for their families. And by 2018, we had started an interpreter training program through Chesapeake College and all our staff has received training as interpreters.

In 2019, ChesMRC staff had grown yet again, and we made the decision to purchase a permanent headquarters at 331-333 E Dover St in Easton Maryland. Now in 2021, we have firmly established our presence as an essential public service, we have provided services to 5,044 clients from 61 different countries, continue to provide an average of 350 services per month to clients, expanded our sphere of influence to include all of the Eastern Shore and Delaware, have a strong Board of Directors, and a healthy balance of sustainable funding from contracts with partner agencies, grants, contributions from clients, and donations from friends and supports of ChesMRC.

Chesapeake Multicultural Resource Center

Capacity to track and monitor beneficiaries to the program

ChesMRC has been using the database management system CAP60 since 2015.

CAP60 has designed a comprehensive and integrated Data Management System defined by ease of use and maximum agency-wide efficiency. From LIHEAP to Employment Assistance, our web-based system will provide families the opportunity of full participation in the multiple programs offered by various state and local Community Action Programs. We provide the ability to integrate and map all agency programs to ROMA goals and track outcomes for all programs. We also create unduplicated client count reports and agency wide demographic reports.

- Case Management Reports
 - Client Count
 - Client Listing
 - Referral and Follow-Up
- Service Reports
 - Detailed Services
 - Services by Day
 - Services by City
- CSBG IS Survey
- Organizational Performance Standards
- Client Self-Sufficiency
- Volunteer
- Staff Tracking
- Fiscal Management

SPECIAL FEATURES

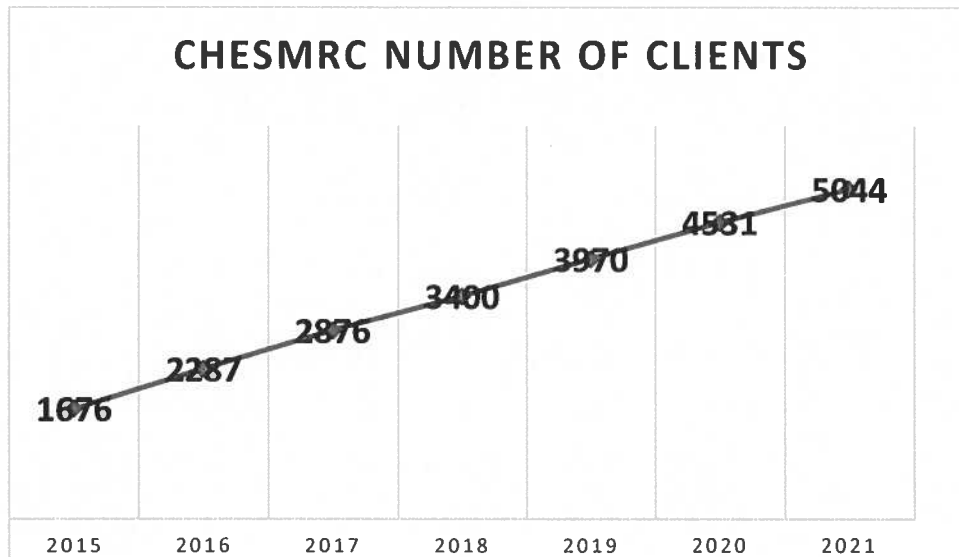
- Centralized In-Take
- Automated Eligibility Indicator
- Comprehensive Case Management
- Reminder Notification
- Detailed Case Notes/Follow-Ups
- Performance Indicators
- E-Mail System Integration
- Real-Time Reporting
- Client Referral Tracking
- Self-Sufficiency Assessments

CUSTOM MANAGEMENT REPORTS

- Case Load Monitoring
- Referral Analysis
- Program Performance Indicators
- Program Relationships
- Annual Performance

CAP60 Reports for ChesMRC

Service	Jun-jul 20	Aug- Sep	oct-nov	dec-jan	Feb- Mar	Apr- May	TOTAL
Immigration	72	82	41	55	89	127	466
Drivers license	62	72	60	87	64	35	380
Health Insurance	91	77	26	83	34	74	385
Legal Aid	22	13	16	17	11	29	108
Translation	26	55	76	86	56	16	315
Taxes	6	10	8	14	8	13	59
Education	48	83	19	8	19	32	209
General Health	40	34	54	55	44	139	366
Family Support	143	378	151	216	250	68	1206
Misc.	51	71	60	82	59	73	396
	561	875	511	703	634	606	3890



ChesMRC currently tracks general demographic data (gender, race, ethnicity, nationality, age), insurance status, and household size.

For the CDBG, ChesMRC will add household income, housing status, and family goals to the database.

Chesapeake Multicultural Resource Center (ChesMRC)

Daily Activity

YEAR ROUND 9-6pm

Staff	Monday	Tuesday	Wednesday	Thursday	Friday
Director (Matthew Peters)	Immigration Services / Reports/ Coordination with partner agencies	Immigration Services / Reports/ Coordination with partner agencies	Immigration Services / Reports/ Coordination with partner agencies/ Outreach Caroline County	Immigration Services / Reports/ Coordination with partner agencies	Immigration Services / Reports/ Coordination with partner agencies
Assistant Director (Estela Ramirez)	Health Insurance / Benefits	Health Insurance /Benefits	Health Insurance / Benefits	Health Insurance / Benefits	Health Insurance/ Benefits
Coordinator (Victoria Gomez)	Case Management/ Health / Family support	Case Management/ Health / Family support	Case Management/ Health / Family support/ QA county	Case Management/ Health / Family support	Case Management/ Health / Family support/ QA county
Communications (Jennifer Villacorta)	Phone / Interpreting / Translations	Phone / Interpreting / Translations	Phone / Interpreting / Translations	Phone / Interpreting / Translations Outreach Caroline County	Phone / Interpreting / Translations
Community Liaison (Ingrid Diaz)	Community meetings / event planning/ family support/ interpreting	Community meetings / event planning/ family support/ interpreting	Community meetings / event planning/ family support/ interpreting	Community meetings / event planning/ family support/ interpreting	Community meetings / event planning/ family support/ interpreting/ Outreach Caroline County

September – May 3:30pm-6:pm

Youth Development

Staff	Monday	Tuesday	Wednesday	Thursday
Director (Matthew Peters)	Scouts		Scouts	
Assistant Director (Estela Ramirez)	Program coordinator	Program coordinator	Program coordinator	Program coordinator
Site Coordinator (Shane Hynson)	Site management	Site management	Site management	Site management
Communications (Jennifer Villacorta)	Science	Scouts	Science	Scouts
Community Liaison (Ingrid Diaz)	Art	Science	Art	Science

Events:

Immigration Clinics – October, February, May, July

Hispanic Heritage Month – September 15-October 15

Citizenship Classes - ongoing

Chesapeake Multicultural Resource Center Organizational Chart 2021-2022

